



Council on Technology Services

Mobile Workforce Workgroup Final Minutes

October 11, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters
1200 E. Main St., Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS) – via phone
Jeanne Branch (DPOR)

Bethann Canada (DOE)
Linda Foster (TAX) – via phone
Bob Smith (Courts)

Members Absent

Darlene Quackenbush (JMU)

Mark Willis (VCU)

Others Present

Mike Hammel, Staff (VITA)

Jennifer Thomas Alcott (NoCommute.org)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:10 a.m.

Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the September 27, 2006 meeting. There being none, the minutes were approved as presented.

Definitions Document

The workgroup reviewed the revised Telework Definitions document prepared by Linda Foster. Jerry Allgeier suggested that we modify the definition of Mobile Worker to reflect that an agreement might include documents such as the Employee's Work Profile. Mike Hammel agreed to make the change. The document was accepted as a completed work product. It was noted that additional definitions would probably be added as needed throughout the white paper development process.

Committees and Workgroups Document

The workgroup reviewed the revised Telework Committees and Workgroups document prepared by Mike Hammel. It was suggested that an additional category, Ongoing Programs, be added and items 6 and 7 be included in it. Mike will make the change. It was also noted that this portion of the white paper will have to be brought up to date at the time of publication as some of the committees and workgroups may have completed assignments or have new activities to highlight.

Inquiry from Secretary Chopra

Mike briefed the workgroup on a request which originated at a recent Technology Secretariat agency head meeting where Secretary Chopra requested a Telework-in-a-Box checklist/solutions document from VITA (i.e. Mike Hammel). Mike wanted the COTS Mobile Workforce Workgroup to understand that, if required, it was likely he would be utilizing the products developed to date and any developed further over the next four weeks to satisfy the Secretary's request. It was not anticipated that this activity would impact the work of the workgroup.

Outline of the White Paper

Farley led a discussion reviewing an outline he drafted for the white paper. The group discussed the various topics and offered a number of good suggestions. Jennifer Thomas Alcott from NoCommute.org suggested that instead of the workgroup writing new case studies of successful telework programs, that instead the white paper reference various award winning programs. For example, we could reference the Tele-Vision award winners presented by The Telework Exchange this past May. Farley volunteered to prepare a revision and redistribute to the workgroup for review and further discussion at the next meeting.

IBM Presentation

Bob Smith will coordinate with IBM on making a presentation at the next meeting. The focus will be on IBM's extensive experience with teleworking, best practices, etc.

Meeting Schedule

The next meetings are scheduled for October 25th, November 8th, 15th, and December 6th, 20th. Note that the meeting originally scheduled for November 22nd has been moved to November 15th.

New Business & Public Comment

Farley asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

Adjournment

There being no further business, Farley adjourned the meeting at 10:30 AM.